

**VACANCY ANNOUNCEMENT**  
(Announcement Number: 12-02)

The American Embassy in Kathmandu is seeking an individual for the position of Guard (SDU).

**OPEN TO:**                **All Interested Candidates**

**POSITION:**            Guard (SDU)

**OPENING DATE:**    January 26, 2012

**CLOSING DATE:**    February 9, 2012

**WORK HOURS:**      Full-time; 48 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION OF THE POSITION**

The incumbent serves as a member of the Surveillance Detection Unit. The duties include keeping watch for possible surveillance outside the US Government facilities and residences; preventing possible attacks against the US Government property and personnel; patrolling assigned areas and informing the supervisor upon identifying potential security irregularities; processing and analyzing information received from other members of the Unit; and preparing daily activity reports.

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Secondary School is required.
2. At least one year of prior experience in the police, military or any security field is required.
3. Level II (Limited) of Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. The knowledge of the city, both geographically and culturally, is required. A working knowledge of security procedures and techniques is required.
5. The ability to work as a team member under demanding and sometimes under unpleasant conditions is required. The ability to work independently is required.
6. A valid Nepali driver's "Class A" license is required.

## TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

[http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

**SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Guard (SDU)”)**

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

Or via email: [recruitktm@state.gov](mailto:recruitktm@state.gov)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

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